

ADMINISTRATIVE - INTERNAL USE ONLY

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DDI-326-74

4 February 1974

MEMORANDUM FOR: Coordinator for Co-operative Programs  
Recruitment Division

THROUGH : Chief, Recruitment Division

SUBJECT : OER Participation in Co-operative Program

1. I have decided that OER will participate in the Co-operative Program. Our objectives will be to provide minority students an early opportunity for career development in our field and to expand the minority component of our professional work force. Our training program will prepare CO-OP students, through progressively developing job knowledge and skills, to enter full-time employment with us as professional research assistants or junior economic analysts upon college graduation. Initially, I would like to employ two CO-OP students and, to this end, have requested one contract. Our training program is outlined in the Attachment. This attachment, which is unclassified, may be used by you in your recruiting activities. I have designated [ ] as my Office Coordinator for this effort. You should contact him as required, and he will keep me informed of progress.

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2. Because of the specialized nature of economic research, I am most concerned that the CO-OP students be screened carefully, using criteria which we hope will lead to the selection of those best suited to our research activity and most likely to develop capabilities which would fit them for eventual full-time professional employment. I suggest, therefore, the following:

a. The prospective CO-OP student should have at least a tentative commitment to majoring in economics and, ideally, would have already given some thought to graduate work in the field.

b. The prospective CO-OP student should have completed two years of academic work, to include at least six credits in Principles of Economics, six credits in

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English composition and literature, six credits in history and/or sociology, and six credits in college-level math, unless excused by advanced standing.

c. In addition to the above, if the student has taken courses in business administration, statistics, a foreign language, and other economics courses, these would enhance his chances of success.

d. I know the difficulty in establishing hard and fast rules on academic standing. We are obviously looking for bright, innovative students who have potential for eventually taking graduate work. Arbitrarily, we would expect the student to have a three-point grade average in his economic and math work and not below a two-point average in his other work.

e. Finally, we would expect that the student come well recommended from the economics faculty of his university.

3. We suggest that your initial recruiting effort be concentrated at Bennett College, Hampton Institute, North Carolina Central, Norfolk State, Virginia State, the University of West Florida, Atlanta University, and Fisk. We are open to suggestions from you for other schools.

4. We are prepared to move rapidly on this project. If suitable candidates are found, we can establish the first work session as early as 1 June 1974.

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MAURICE C. ERNST  
Director  
Economic Research

Attachment

As stated

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MEMORANDUM FOR: Messr. Proctor/Walsh

Attached is Maurice Ernst's memo outlining OER's participation in the CO-OP Program and an attachment giving details of OER's training program.

(You can't say we're not trying.)



5 Feb 74  
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(DATE)

JI REPLACES FORM 10-101  
WHICH MAY BE USED.

(47)

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ATTACHMENT

CO-OP Program Outline

International Economic Research

Functions: The work of the Office of Economic Research is to analyze and evaluate significant current and potential foreign economic developments which can affect the major economic and security interests of the US. This research is designed to provide US officials with the information and objective interpretation of events needed for policy decisions. Such subjects as the world energy crisis, international trade and finance trends, and the problems of developing countries are a regular part of the research program. Economic analysts make use of their college training in economics, mathematics, world history, and statistics to carry out their tasks. They also continue to learn their craft on-the-job with advanced training in computer language and mathematical techniques.

Type of Student: BA or BS candidates (male and female) entering their junior year will be considered. The candidate should have completed the basic course work in economics. Some background in mathematics and business administration is desirable.

Training: The program will consist of three work assignments of three to six months each. The assignments will prepare the CO-OP student for progressively greater responsibilities and will have as his goal complete training for the career of economic research assistant. Our CO-OP philosophy is that the participating student will be an integral part of our research work activities and that he or she will be expected, under appropriate supervision, to make meaningful contributions to that work.

First and Second Periods

During the first and second periods, the CO-OP student will be introduced to the economic research organization as a whole and will be assigned to one of its working components, where he will be given the opportunity to study the subject of international economics in depth. The main emphasis during these two periods is to prepare the student to become a full working partner in the organization. Early in the training, the student will learn about the overall work of the Office and its place in the national

security and international economic policy activities of the US Government. At the same time, the student will be assigned to a senior economic analyst who will guide the student in developing his understanding of the work of his unit. This will include:

- Guided reading of the basic economic material studied by the unit and the reports produced by it.
- Practice in elementary statistical handling related to international economic research.
- Briefings on office procedures and practical experience in such tasks as information-handling and routing and file maintenance.

At several times during the first and second periods, the student will be assigned to job-related training courses offered during the working day. These will include:

- Introduction to the use of research library facilities and other information sources.
- A short course in the use of statistics in economic research.
- One or more courses on the application of computers to research.

Midway through the first period, the student will begin to assist his analyst supervisor in gathering basic economic data, in preparing statistical tables, and in maintaining economic reading files for the analyst.

The second period represents a continuation of the work program established during the first period. The student will be expected to assume greater responsibility for data- and other information-handling. During this period, he will be given an opportunity to visit and talk with the analysts of other research components within the organization. He may be reassigned to work on other countries or economic subjects, depending upon his interests and the Office needs. Finally, his on-the-job training will continue and will include a more advanced, comprehensive computer and statistics course involving such aspects as introduction to programming, systems analysis and design, and time-sharing.

### Third Period

During this work period, the CO-OP student, drawing upon his or her previous work experience and school training, will undertake a variety of information management and research tasks for which he will be given primary responsibility. For example, the student may be given sole responsibility for maintaining a computer file on some current economic situation or would be asked to monitor economic events in a foreign country for purposes of alerting senior analysts to data and information fitting into their projects. Under supervision, the CO-OP student may conduct research, including library study, search of current economic literature, interviews of experts in his field, and data manipulation by computer or other means. The results of this research would be used by the CO-OP student to write short, current news items for publication or paragraphs to be further edited and refined by senior economic analysts for inclusion in major reports issued by the Office.

Upon completion of the third work period, the CO-OP student will have a good view of the main tasks involved in economic research and an understanding of the career opportunities and rewards in this field. He also should be well-prepared to enter upon a graduate program in the field of economics should he choose to do so.